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SECURITY INFORMATION

FOREIGN BROADCAST INFORMATION SERVICE

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FIELD MANUAL

PROCESSING OF BROADCAST MATERIAL

1 May 1953

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FIELD MANUAL -- PROCESSING OF BROADCAST MATERIAL

This manual sets forth in general terms the standard operating procedure for the processing of broadcast material in the field. It is conditioned by two assumptions: (1) that editors will have had training and experience in Washington, including work on the Daily Report and in the Wire Section, and (2) that bureaus will have their own manuals or sets of instructions elaborating the procedures appropriate to their particular operating conditions and coverage assignments. The rules outlined here are intended for over-all guidance and should be freely adapted to meet the individual circumstances.

I. EDITORIAL AND MONITORINGA. OBJECTIVES AND RESPONSIBILITIES

- (1) Editorial and monitoring procedures are geared to the field bureau's primary function of operating a wire file into Washington. The field editor bears direct responsibility for the quality and timeliness of this file upon which the value of the bureau depends.
- (2) The editor going from Washington to the field finds that his job has been expanded to include first-hand dealing with the monitor and his product. In the standard bureau--the irregular situation in the London and Saigon Bureaus excepted--the editor in charge of a shift assumes responsibility for the functioning of the joint editorial-monitoring operation. As supervisor and coordinator, he must see that the work load on any given day is geared to the available monitoring staff and that, in the event of an unusually heavy volume of copy, the work is distributed as evenly as possible and arrangements are made to handle the excess load.
- (3) Although over-all responsibility devolves upon the Chief Editor, and is shared in some bureaus by a Chief Monitor, day-to-day problems in the around-the-clock operation are handled at the desk level and spot decisions are made by the editor. The service performed by FBIS derives its value not only from the scope and nature of the information provided, but also in large measure from the speed with which that information is made available to consumers.

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- (4) Attention to accuracy is equally important: it is the field editor's responsibility to identify and confirm the spelling of names and places and to double-check all doubtful material. His job complements that of the monitor, who bears initial responsibility for the accuracy of his material and who can more often than not be regarded as an expert in his field, with a detailed area knowledge. The editor, as a generalist, must make sure that this specialized background is fully utilized and that, through constant editor-monitor cooperation and consultation, the product is processed with maximum accuracy and in the most useful form possible.
- (5) The subjective factors--a monitor's imperfect knowledge of English and consequent inability to transfer a meaning he may fully understand into its exact English equivalent--must always be taken into account. Copy reading is never a mechanical process: it involves clarifying and, in the truest sense, editing the copy so that it will represent a clear, accurate, straight-English reproduction of the full sense of the broadcast.
- (6) The editor bears full responsibility for what he signs and puts on the wire. He must clarify its meaning fully for himself if he is to present it clearly and understandably. His responsibility in this respect cannot be relegated to anyone.

B. PROCEDURE AND STYLE

1. The Monitor's Summary

a. Content and Format

- (7) The monitor's summary should contain a concise, accurate indication of the content of each broadcast news item or commentary, in sufficiently comprehensive form to enable the editor to make his selection.
- (8) In a news broadcast, each complete item is listed separately, numbered in the order heard. Speeches, "live" broadcasts of events, commentaries, press reviews, and similar types of material are summed up in running accounts highlighting the major points.
- (9) The summary, as a general rule, is typed by the monitor while he is listening directly to the broadcast. Fuller processing is done from recordings.

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- (10) If the editor wishes to use the monitor's summary as an FYI for filing to Washington in advance of the text, a rapid check with the monitor is essential to insure accuracy.

2. Selection for the Wire File

a. Procedure

- (11) The editor should regard selection as his most important single task. In fulfilling it he will find a harmonious working relationship with the monitor of paramount importance in view of the monitor's specialized knowledge and familiarity with current developments in the country with which he is dealing. While procedures may vary from bureau to bureau, it has generally been found desirable for the editor to review the summary while the monitor is present: he is thus able to clarify the content of the broadcast while it is still fresh in the monitor's mind and to consider any suggestion the monitor may have as regards the pertinence of the material.
- (12) The monitor's active role in the selection process will always insure a better product; but it must be clearly understood that full and final responsibility for selection rests with the editor. It can in no instance be delegated.

b. Bases for Selection

- (13) No hard and fast rules for selection can be laid down. Although certain broad principles can be established, selection depends in the final analysis on the editor's judgment and common sense, reinforced by an appreciation of the over-all intelligence mission and by an adequate working knowledge of specific consumer requirements.
- (14) Concrete guidance is provided in the form of requests from Washington and in the weekly Editorial Target lists. Understanding of this material in its proper perspective requires an up-to-date knowledge of international developments gleaned from the daily press, magazines, and books. Reading of the Daily Reports and Special Reports publications will further assist the editor to sustain his understanding of requirements on a current basis.

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- (15) Intelligent selection depends further upon the editor's thorough knowledge of the coverage responsibilities and potentialities of his own and other bureaus. Inter-bureau liaison on the desk level is essential in many cases when overlapping coverage is involved.
- (16) Within the framework of the over-all selection criteria, the choice of material to be filed may be determined additionally by staff shortages or other operational factors.
- (17) Operational factors in Washington must also be taken into account: weekend field bureau files are kept tighter because of the three-day pile-up of copy to be handled by Daily Report editors on Mondays, and the same applies to holidays when no Daily Report is published.

3. Preparation of Copya. Labeling

- (18) Text means fullest possible reproduction of an item which is wholly or largely intelligible. Omissions of words or phrases because of unintelligibility are indicated by three dots or, when it seems desirable to specify the extent of the omission, by an editor's note, e.g.: (WORD UNINTELLIGIBLE--ED.) or (FEW WORDS UNINTELLIGIBLE--ED.) In the case of a translation, Text means complete, accurate reproduction in idiomatic English of the full sense of the original. It is permissible to indicate a deliberate omission--the fact, for example, that a passage consists of a verbatim quotation from a well-known document--and still label an item Text, provided the balance is complete and an editor's note specifies the length and content of the untexted portion.
- (19) Excerpts may be prepared when substantial portions of an item are unintelligible, and it is good protective policy in such cases to indicate in an editor's note that full text is unavailable. They are more often prepared when only portions of an item are deemed pertinent. Excerpts are pieces of text: sentences must be reproduced in full, with omissions of unintelligible words or phrases indicated. Deletions of whole sentences or more need not be indicated unless it is believed that a portion omitted because of unintelligibility might alter the meaning of the item. Scattered phrases reproduced textually but rearranged and linked by the monitor's or editor's own connectives do not constitute Excerpts but should be labeled Summary or Summary with Quotations.

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- (20) Single Excerpt is a single, self-sufficient extract of an item, reproduced in full with omissions due to unintelligibility noted.
- (21) Summary is a paraphrase of an item preserving the grammatical person used by the speaker. It is used ordinarily for condensation purposes or in cases when reception is so poor as to preclude fuller treatment. An editor's note may explain the extent of, or reason for, condensation. For purposes of communication with Washington, queries and replies may distinguish between a "detailed summary" (the full sense of the item accounted for) and "brief summary" (the gist of the item only). Items filed on the wire are labeled "Summary."
- (22) Summary with Quotations is a summary with textual passages included, enclosed in quotation marks. These passages may vary in length from a few words quoted for their significance to whole pages or more. The device is particularly appropriate for speeches and commentaries and is almost always preferable to a simple Summary in such cases.
- (23) Editorial Report is a descriptive summary written from the point of view of the editor rather than as a paraphrase of the speaker. The Editorial Report may--and should, when possible, in the case of speeches or commentaries--include significant textual passages enclosed in quotation marks. The device is useful in preparing descriptive accounts of "live" broadcasts of ceremonies, parades, etc., and the label may also be used for FBIS-authored press reviews.
- (24) Briefs are, as a rule, summaries of short, factual items in condensed form with extraneous words eliminated and tendentious phrasology protected by quotation marks or suitably paraphrased. The device is ordinarily used for items of relatively marginal significance, never for top-priority material. Commentaries of marginal interest may be briefed, in descriptive summary with significant passages quoted directly. Briefs generally should be held to 10 or 12 lines. Each Brief is preceded by a two- or three-word heading indicating the subject matter and followed by an abbreviated logograph. It is preferable that Briefs be filed in groups rather than singly, under a general heading such as PERUVIAN BRIEFS.

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b. Logographs

- (25) The FBIS manual of Standard Broadcast Logographs, revised periodically by the Field Operations Staff, is the authority for logographs. Treatment of new logographs not covered in the manual is discussed in Paragraph 56.
- (26) Abridged logographs for Briefs, formulated and standardized for particular programs by the individual bureaus so as to conform as closely as possible to Daily Report requirements, must contain the city of origin, name of agency for press items, date, time, and bureau symbol. The type of service (home or international), beam, language, and mode of transmission (Morse, helischreiber, or radioteletype) should be included only when significant and not obvious.
- (27) All times in logographs are rendered in GMT. The date and time of each message as indicated in the logograph is repeated in a confirmatory six-digit date-time group (e.g.: 230450) immediately preceding the editor's signature.
- (28) The broadcast time for any individual item taken from a voice program is that of the beginning of the broadcast. The sole exception is in the case of a flash or bulletin the exact timing of which may be of significance: in this case the time the announcer began reading the announcement is used. An item taken from a press transmission bears the time the individual item was received.

c. Subslugs

- (29) An editorial notation may be inserted in a subslug below the logograph to indicate the contents of the item--title and author of a commentary, name of the speaker and occasion on which he spoke, title of the transmission, etc.; the nature of the broadcast--"live" broadcast, relay, rebroadcast, or announcer's report; the fact that a speech was read by the announcer rather than the original speaker; the gist of the announcer's introductory remarks when they do not seem properly to belong within the body of the item, and for other purposes at the editor's discretion.

d. "Takes" and "Adds"

- (30) When an item is too long for wire-filing as a single message, it is separated into "takes" of no more than 80 or 90 lines. Bureaus filing their material via Army Signals must comply with more rigid regulations governing the length of messages. A multiple-take item consists of a "begin" and the necessary number of "adds," with the final add so designated.

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- (31) Each take has a separate filing number (see Paragraph 33), and the full logograph is repeated at the beginning of each add, followed by a brief notation identifying the contents of the item, the last three words of the preceding take, and a repetition of the label Text, Excerpts, or Summary.

EXAMPLES:

E280450 SECOND AND LAST ADD E280430 BUCHAREST AGERPRESS IN
ENGLISH HELLSCHREIBER TO EUROPE JAN 26 1953 1300 GMT
(CONSTANTINESCU SPEECH)

X X X THE PEOPLE'S DEMOCRACIES.

(TEXT)

- (32) In a multiple-take item, a subslug following the logograph on the begin indicates the number of adds to follow, e.g.: (FIRST OF TWELVE TAKES). If the number of takes is unknown at the time the editor begins processing the item, the begin may be subslugged (FIRST OF SEVERAL TAKES) or (FIRST OF MANY TAKES). Each add is followed by the notation MORE preceding the editor's signature, and the last take is marked ENDALL.

e. Wire-Filing Numbers

- (33) All messages are preceded by the bureau's letter symbol in combination with a date-time group rendered in GMT (or Z time), representing the time the message is sent. In the case of messages filed via Army Signals, this group corresponds to that in the Z line of the teletype heading.

EXAMPLE: R231948Z

FM FBIS KYRENIA

TO FEDMONITOR WASHDC FBIS GRNC

M231948 BELGRADE YUGOSLAV HOME SERVICE 231600

(at end of message, following editor's signature:)

AM 231953 (teletypist's initials and sign-off time)

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f. Practices Followed in Copy Editing

- (34) Words, phrases, or long passages which cannot be heard clearly are bracketed with a question mark to indicate that doubt as to accuracy exists, e.g.: THE PREMIER SAID THAT THE USSR'S (PEACEFUL POLICY?) WOULD CONTINUE.
- (35) Personal and place names should be double-checked for accuracy. Known names not heard with certainty are bracketed as above. Names heard clearly enough to be reproduced phonetically but not verifiable from available reference material are treated in the same way, but the editor may, if desired, append the notation (PHONETIC--ED.).
- (36) Bracketed editorial notes in copy must include the credit line, e.g.: VIDMAR (CHAIRMAN OF THE SESSION--ED.). Exceptions, at the editor's discretion, are brief, obviously editorial notations such as (APPLAUSE). The credit line is preferred in notes giving the original-language version of a translated word or phrase--when there is doubt as to the approximation of an unusual expression or when a free translation is given of an expression susceptible to varying interpretations, e.g.: EXTERNAL PRESSURE (FORCE MAJEURE--ED.)--and, conversely, in notes giving the English translation, e.g.: KRASNAYA ZVEZDA (RED STAR--ED.).
- (37) Quotation marks, in addition to normal usage, are utilized for the guidance of Washington editors in stylizing for publication. They may be used, where clarity demands, around names of newspapers, magazines, and news agencies for Washington's guidance in all-capping; they may also be used, for example, around the name of a ship if it is felt that some doubt might exist as to placement of the initial caps.
- (38) Obviously erroneous, illogical, or inconsistent elements in copy, when confirmed by means of a check with the monitor or monitoring technician, may be supported by an editor's note, e.g.: (AS BROADCAST--ED.) or (AS TRANSMITTED --ED.). Such notations should be used sparingly and judiciously, only after a careful check.
- (39) Devices to reduce the hazards of garbling have become standard practice, although they may vary from bureau to bureau because of differing communications set-ups. Examples are techniques for differentiating between "not" and "now" (NOT RPT NOT or NOTT) and the repetition of the initial letters in MMILLION and BDILLION. Names or words which by construction or connotation might appear suspect may be repeated for confirmation.

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- (40) Special safeguards to insure accuracy of figures are essential. Monitors are initially responsible for double-checking statistics, and editors should insure a recheck of all doubtful figures.
- (41) Statistics in teletyped copy are, as a general rule, confirmed by repetition, with the digits followed by the spelled-out version: 45,000 FORTY FIVE THOUSAND; 3,467,742 THREE MMILLION FOUR HUNDRED SIXTY SEVEN THIOUSAND SEVEN HUNDRED FORTY TWO. No brackets are necessary. Editors are expected to use judgment in rendering figures in millions or larger in such a way as to insure maximum clarity: round numbers may be given as 3.5 THREE POINT FIVE MMILLION. Determination of the need for this safeguard in specific cases will be left to the editor, with clarity always the major consideration. Special care is required in rechecking all numbers in sent copy.
- (42) Paragraphing is determined ordinarily by the nature of the material, but editors should try to keep paragraphs short when copy permits. Most lengthy paragraphs can be broken up without damage to transition.

g. Style

- (43) The dictionary is the primary guide in spelling. Use the preferred spelling given in standard works. Refer to recommended lists and sources for preferred spelling of proper names.
- (44) Principal guide for compounding and hyphenation is the U.S. Government Printing Office Style Manual. As a rule it is advisable for bureaus to keep hyphenation to a minimum because of the hazards of shifting cases in teletyping.
- (45) Punctuation should be held to a minimum consistent with ordinary grammatical usage as defined in the GPO Style Manual.
- (46) Generally accepted and well-known abbreviations for titles of persons and organizations may be used if proper precautions are taken against garbling. Most abbreviations must be expanded or accompanied by an explanatory editor's note when first mentioned in an item. There must be no "coining" of abbreviations: if doubt exists as to the proper contraction, the title should be given in full.

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h. Press Copy

- (47) In general, the rules outlined above apply to press material as well as to voice, but some special problems will arise. All Morse and hellschreiber copy, both in English and in foreign languages must be expanded to include omitted articles and prepositions and to remove "cablese."
- (48) "Rough" English phrasology should be smoothed out at the editor's discretion. The awkwardness of the phrasology may in some few cases be significant in itself and should in such cases be preserved; but this is the exception rather than the rule, and simple instances of bad grammar are almost always subject to editorial correction.
- (49) Spelling of names in sent copy should whenever possible conform to FBIS style. There is no good reason, for example, to preserve AFP's French version of an Arabic or Indian name when there is a standard American spelling.
- (50) Bracketed notes in press copy must indicate whether the brackets are the editor's or the press agency's, e.g.: SOONG CHING-LING (MME. SUN YAT-SEN--ED.) or THE APPEAL OF THE GERMAN RALLY (THE SECOND APPEAL--ADN). News agency brackets around parenthetical notations can usually be eliminated entirely and replaced by dashes or commas, a practice desirable in most cases. When brackets are used, the credit line must be included.
- (51) When a press agency uses asterisks to indicate deletion of part of a quotation, an editor's note should specify that the asterisks are those of the agency, e.g.: (NCNA ASTERISKS--ED.).

4. Editorial Messagesa. The FYI

- (52) The FYI is used to report information such as reception conditions, unusual transmitter behavior, editors' or monitors' observations on radio treatment of specific events, and, in general, any information falling outside the scope of routine copy.

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- (53) An FYI containing information deemed worthy of special attention or special handling by a particular Departmental staff officer should be filed twice, once as a routine message and again as an administrative message addressed to the appropriate individual. This will occur most frequently in connection with data of interest to the Broadcast Information Section, as defined in Paragraphs 75-79.
- (54) The FYI also provides spot coverage, particularly with a view to Wire and Daily Report deadlines, when full coverage is not deemed necessary or is delayed for operational reasons. If fuller coverage is intended, the editor adds a note such as: "Text, about 1,000 words, will follow shortly." Care is taken that all necessary data, including the logograph, are provided in order to allow prompt publication on the Wire or in the Daily Report if desired.

EXAMPLES: TL42035 FOR YOUR INFORMATION

TOKYO KYODO IN JAPANESE AND ENGLISH 142030 GIVES FULL TEXT OF YOSHIDA INTERVIEW GRANTED TO UNITED PRESS CORRESPONDENT ON JAPANESE FOREIGN POLICY. YOSHIDA SAYS JAPAN MIGHT "UNDER CERTAIN CIRCUMSTANCES" BE WILLING TO CONSIDER SEPARATE PEACE TREATY WITH USSR IN NEAR FUTURE. FULL TEXT WILL BE FILED PROMPTLY. OWENS

A291630 FOR YOUR INFORMATION

VIENNA RAVAG IN GERMAN TO AUSTRIA 291600 BROADCASTS RECORDED COMMENTS MADE TO FOREIGN PRESS CORRESPONDENTS BY THE DEPUTY CHIEF OF THE KOREAN DELEGATION TO THE VIENNA PEACE CONGRESS, KIM HUN YONG. HE REVIEWS THE RESOLUTIONS PASSED BY THE CONGRESS AND SAYS THAT THE ONLY HOPE FOR PEACE RESTS WITH THE PEACE PARTISANS MOVEMENT. HE MAKES NO SPECIAL MENTION OF THE KOREAN QUESTION. VANDERPOL

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b. Queries and Replies

- (55) If it is necessary to solicit information from Washington before processing certain copy, a query is sent.

EXAMPLE: 150500 CASTELLANE'S W150430 SUMMARY OF LIMA PERUVIAN HOME SERVICE 150400 PRESIDENT'S SPEECH. ONLY ONE SPANISH MONITOR ON DUTY. IS TEXT NEEDED URGENTLY OR CAN IT WAIT UNTIL OTHER MONITOR COMES ON DUTY AT 150800? BOSAK

Inquiries about the usefulness of specific material should not be included in the body of texts as editor's notes. A separate query is always required.

- (56) Queries concerning the formulation of new logographs are addressed to the Field Operations Officer. Routine copy should never be held up pending a reply: logographs for new programs should be improvised and used immediately in the copy, with an editor's note explaining the circumstances if not self-evident.
- (57) Replies to inquiries from the Chiefs of the Editorial or Special Reports Branches or members of the Operations Staff should be sent as administrative messages addressed to the individuals originating the queries. If such a reply includes information considered of general editorial interest, the information should be filed also in a routine FYI.
- (58) As a general rule, messages consisting of broadcast copy solicited by special request are filed as routine copy, with a bracketed reference under the logograph to the filing number of the request and the name of the individual making it.

EXAMPLE: M230542 TIRANA ALBANIAN HOME SERVICE 160430

(ANSWERING MILLNER'S 222345)

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c. The Cue

- (59) A special type of query, the Cue, asks Washington whether a certain piece of copy should be processed. It is written in the same general form as the examples of FYIs under Paragraph 54 in order to allow prompt publication of appropriate.

EXAMPLE: L201155 CUE

BUCHAREST AGERPRESS IN ENGLISH MORSE TO EUROPE
201055 CARRIES A 2,000-WORD SCANTEIA ARTICLE
URGING ROMANIA'S ADMISSION TO THE UNITED NATIONS.
IT SAYS THE ADMISSION TO THE UN OF THE FOURTEEN
COUNTRIES SPONSORED BY THE USSR WOULD INDISPUTABLY
CONTRIBUTE TO ENHANCING UN PRESTIGE AND TO
"EXPEDITING THE SOLUTION OF PENDING INTERNATIONAL
PROBLEMS." BULGER

- (60) The Cue may be used when a long piece of copy (800 words or more), in the opinion of the field editor, may have already been covered by another bureau. The approximate length of the story is given so as to provide Washington with complete information. However, it will generally be up to the field editor to decide the extent of coverage if processing is requested by Washington. Thus, the Cue is not used:

1--When the piece is fairly short and the processing deemed appropriate by the field editor would hardly take more time than the dispatch of a Cue;

2--When there is no reason to suspect previous coverage by another bureau.

d. The Correction

- (61) Corrections should be the result of prompt scrutiny of sent copy in the field. They must be clear and complete and must include the name of the editor who signed the item, full information on the logograph, a brief description of the subject matter covered in the item, and the two or three words preceding and following the portion being corrected. If the correction is filed in answer to a request, the filing number

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of the request and the name of the person making it should be specified.

EXAMPLE: E230555 CORRECTION (ANSWERING SCHEUER'S 230530)

WRIGHT'S E230500 PARIS AFP FRENCH MORSE TO EUROPE
230430 (IRANIAN CABINET RESHUFFLE) FOURTH GRAPH
FIFTH LINE SHOULD READ X X X MAJLIS DEPUTY
ZOLFAQARI IS BEING CONSIDERED FOR THE NEW POST OF
MINISTER OF FISHERIES IN VIEW OF X X X (CORRECTING
NAME OF MINISTRY) HAWES

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II. SPECIAL REPORTS

A. OBJECTIVES

- (62) In addition to coverage of events and the processing of individual items of broadcast information, FBIS is responsible for the development of integrated studies of foreign broadcast operations and content. This function, loosely called analysis, revolves about the concept of broadcasting as a propaganda medium and is devoted primarily, but not exclusively, to Communist propaganda. It serves the increasing number of Government offices concerned with psychological operations, as well as those which chart the political policy, expectations, and intent of other national governments.
- (63) Although arbitrarily distinguished here from routine monitoring and editorial responsibilities, the exercise of the analysis function is not confined to selected portions of the staff nor to specialized reports, but includes editor's notes in copy, FYIs, and the slanting of editorial reports, and permeates in fact the monitoring operation in its selection of items to report and in the way it handles them. Reports specifically designed to support the analysis function are described in this section.
- (64) Analysis may be purely descriptive or may make inferences about conditions or purposes lying behind the broadcasts. It is purely descriptive analysis which is the proper responsibility of FBIS; yet it is almost impossible to describe propaganda adequately without having in mind what kind of conclusions may be inferred. In practice, FBIS has come to suggest to consumer offices the inferences which may be drawn from its descriptive analysis; but it thus exceeds its proper competence only with circumspection and after review in Washington. For this reason field editors and monitors are urged to be generous in reporting to Washington all potentially useful observations which their intimacy with the broadcasts makes possible, including inferences from their own insight, but not to make inferential statements in routine copy or in other forms in which they may reach consumer offices without further review.

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B. REPORTS ON BROADCAST CHARACTERISTICS

- (65) Reports on the characteristics of broadcasting services include a wide range of monitor observations which do not fit into normal editorial requirements, the requirements of transmitter and program research, or even strictly those of propaganda content analysis. They may refer to the improved quality of Turkish broadcasts from Albania, a new set of effective announcers in Peking, a revised format for Birobidzhan broadcasts, a pervasive theme in the Egyptian Home Service, the Russification of the Korean language, or indications of security measures in the Kolyma.
- (66) ~~The~~ principal value of these observations is to U.S. offices which have to do with broadcasting or other information programs to the country concerned. These offices must know as much as possible about their audiences, and especially how their own radios broadcast to them and how well other foreign radios do it. In some cases, however, this kind of information may be more useful as making possible, for example, a composite picture of life in a security-conscious Siberian city or as revealing some of the workings of the Viet Minh propaganda machine. Observations on subtle aspects of propaganda content, even of sent copy, are also helpful to those who must work on it remotely and in translation.
- (67) Generalized and relatively stable observations of this type are consolidated in an annual report which the several field bureaus submit in December. All matters of immediate interest, however, are to be reported promptly by teletype, classified message, or memorandum.
- (68) The preferred form for reports filed by teletype is as follows:
- 1--Routine editorial FYI should be used for objective observations which may be useful for B Wire and Daily Report as well as Special Reports purposes, since this form insures distribution both to editors and analysts.
 - 2--Administrative message to the Chief, Special Reports Branch, should be used for interpretive inference. Branch chiefs and staff officers will get copies. Messages should be classified when appropriate.
 - 3--Routine copy format slugged "Attention Special Reports" should be used on material of interest only to Special Reports, as on the Soviet commentary lists discussed in Paragraph 72. The Branch gets all copies.

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C. ROUNDUPS

- (69) The London Bureau and other bureaus from time to time prepare daily reviews of certain segments of broadcast content in their coverage areas. London Bureau's Soviet, East European, and German roundups present concise surveys of the day's broadcasting from these three areas for consumers in Europe and in Washington.
- (70) Because these roundups reach consumer offices without further review, they must be kept strictly descriptive, avoiding interpretive comment. They should resist also the temptation to become journalistically attractive at the expense of clarity, accuracy, or brevity. They are designed simply to condense hours of educated listening into five minutes' reading.

D. QUANTITATIVE PROJECTS

- (71) FBIS is the U.S. authority for statements about changes in the emphasis of propaganda as indicated by the amount of radio time devoted to any topic. This quantitative data must in most cases be finally assembled in Washington, but field bureaus develop it as far as they can individually.
- (72) Procedures for quantitative work vary from project to project and from bureau to bureau. Examples of continuing quantitative projects are the count of Moscow commentaries to which all major bureaus contribute daily listings and the tabulations of Peking Home and International Service items which are prepared in substantially final form by the West Coast and Okinawa Bureaus.

E. OTHER ANALYTIC PROJECTS

- (73) Many analytic studies can be carried out most readily in the bureaus where the full take of monitored material is available and where reference can be made if necessary to the original language of the transmission. Such studies are assigned as the need for them arises, especially to those bureaus which have analysis sections.
- (74) One such project currently performed on a continuing basis at two bureaus seeks out and pieces together Communist material which lends itself particularly well to the U.S. counterpropaganda effort. Other projects might include, for example, a study of the relationship in propaganda content between two Communist radios, either in general or in regard to a particular topic.

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III. BROADCAST INFORMATION SECTION

A. OBJECTIVES

- (75) In addition to its principal functions of editorial reporting and analysis, FBIS is relied upon by all interested offices and departments of the Government as a technical authority in the field of foreign broadcasting. The requirements of these outside consumers frequently exceed FBIS' own broad needs for broadcast information of a technical or operational nature; hence the fullest field reporting of this type of information is indispensable.
- (76) Technical and operational information covering both the programming and facility sides of foreign radio comprise the principal requirements; specifically, the following categories:
- 1--Location of transmitters and studios
 - 2--Identifications (call letters and/or name)
 - 3--Frequencies or wavelengths
 - 4--Transmitter powers and efficiency
 - 5--Antenna and broadcast beamings
 - 6--Broadcast languages
 - 7--Transmitter operating schedules
 - 8--Program schedules and titles
 - 9--Station control and program sponsorship
 - 10--Network characteristics
 - 11--Time zone changes, clock shifts
- (77) Information falling into the above classifications is useful only to the extent that it represents changes or additions to data already published by the BIS or filed by the bureau. The weekly Station and Program Notes issued by the BIS are available for editorial reference.

B. PROCEDURES

- (78) The bureau's Cruising Monitor serves as coordinator for all reportage of BIS data. Broadcast information items should be routed to him for filing as administrative messages addressed to the Chief, BIS. Data considered of possible editorial use, either as information or for publication, should be filed additionally by the editor in routine FYIs.

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- (79) In exceptional cases involving perishable items, the editor may bypass the Cruising Monitor and file the administrative message directly. In the vast majority of cases, however, accurate and comprehensive reporting of such information is more important than speed, and coordination with the Cruising Monitor is essential for best bureau performances.

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